



# City of Eureka, California

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	<b>Senior Custodian</b>
<b>Class Code Number</b>	<b>5090</b>

### General Statement of Duties

Leads and performs general custodial duties to ensure the maintenance of a clean and safe environment inside City buildings and facilities; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to lead and perform general custodial duties to ensure the maintenance of a clean and safe environment inside City buildings and facilities. The work is performed under the supervision and direction of the Facilities Maintenance Superintendent, but considerable leeway is granted for the exercise of independent judgement and initiative. This class is distinguished from the class of Custodian by the performance of lead worker duties. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a variety of environments.

### Examples of Essential Work (Illustrative Only)

- Serves as a lead worker to custodial staff, including verifying completion of assigned work and scheduling staff for regular maintenance and other special events;
- Performs building security and safety functions, including checking for unlocked doors or windows, turning off lights, replacing light bulbs, and checking for water leaks from roof and sinks;
- Maintains cleanliness of assigned area, including sanitizing bathrooms, mopping or waxing floors, cleaning carpets, dusting/cleaning doors or windows, restocking supplies, and other duties when requested;

- Provides trash collection services, including emptying, cleaning and sanitizing trash receptacles in addition to emptying pencil sharpener collection ducts;
- Performs various maintenance duties when needed, including assembling and disassembling furniture, creating yearly list of needed supplies, or other various tasks;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

### **Required Knowledge, Skills, and Abilities**

- Substantial knowledge of proper cleaning chemicals and related equipment necessary to use cleaning chemicals;
- Substantial knowledge of the City's Health and Safety standards and regulations;
- Substantial knowledge of building/office cleaning processes, supplies, and equipment;
- Ability to effectively oversee and supervise the work of others;
- Ability to operate and control various cleaning equipment;
- Ability to work independently with little to no supervision;
- Ability to practice safe work habits;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

Any combination of training and/or experience which is equivalent to:

- High School Diploma or GED; and

- Some (one to three years) experience as a Custodian, especially in a lead role.

<b>Required Special Qualifications</b>
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- Valid Class C California State Driver's License.

<b>Essential Physical Abilities</b>
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- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a telephone and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to function within a variety of environments.